



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2a

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Transportation Agency

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*Adrienne J. Tissier*  
San Mateo County

*Scott Wiener*  
San Francisco Mayor's Appointee

*Steve Heminger*  
Executive Director

*Alix Bockelman*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

April 9, 2014  
MINUTES

### Attendance

Committee Vice Chair Wiener called the meeting to order at 9:43 a.m. Committee members present were: Committee Chair Tissier, Commissioners Bates, Campos, Glover, Pirzynski, Quan and Sartipi. Commission Chair Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty and Mackenzie.

### Item 2: Consent Calendar:

Upon the motion of Commissioner Glover and the second of Commissioner Pirzynski, the following items on the Consent Calendar were approved unanimously.

### Item 2a: Minutes

The Committee received and approved as written the meeting minutes of March 5, 2014.

### Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of February 2014: Report of Operating Income for FY 2013-14; Report of Operating Expenditures for FY 2013-14; Report of Capital Budgets for FY 2013-14; Report of Life to Date Federal Grants Budget; Report of Clipper® Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper Projects Disbursement Report. For the month of February, the monthly financial report listed seven (7) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through February 2014.

### Item 2c: Investment Report

The Committee received the Investment Report for the month of February 2014.

**Item 2d: Purchase Order – Microsoft Enterprise Volume Licensing Agreement: CompuCom Systems, Inc. (\$300,000)**

The Committee authorized the Executive Director or his designee to issue a purchase order to CompuCom Systems, Inc. for the acquisition of enterprise software licenses through a Microsoft Enterprise Agreement for the remainder of FY 2013-14 through April 2017, to provide Microsoft Licensing for all Microsoft desktop and server software as well as Microsoft Cloud-Based subscriptions used within MTC, including version upgrades and technical support. The Chief Financial Officer was authorized to set aside funds in the amount of \$100,000 in FY 2013-14, \$100,000 in FY 2014-15 and \$100,000 in FY 2015-16, subject to further agency annual budget approvals.

**Item 2e: Consultant Panel – On-Call PDA Technical and Staffing Assistance (\$3,000,000)**

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|--|---|
| i. AECOM, San Francisco, CA                                | vi. Perkins & Will, San Francisco, CA                 |
| ii. Dyett & Bhattia, San Francisco, CA                     | vii. Placeworks, Berkeley, CA                         |
| iii. Fehr & Peers, Oakland, CA                             | viii. TJKM Transportation Consultants, Pleasanton, CA |
| iv. M-Group, Mountain View, CA                             | ix. Urban Planning Partners, Oakland, CA              |
| v. Nelson Nygaard Consulting Associates, San Francisco, CA |   |

The Committee authorized the above list of consultants to be pre-qualified to enter into contracts with MTC to provide on-call PDA technical and staffing assistance services to local jurisdictions and MTC and ABAG with specific projects in support of Plan Bay Area implementation on an as-needed basis through December 31, 2017 with an option to extend for two additional one-year terms, subject to applicable contract budget approvals.

**Item 3: Contract – Regional Economic Strategy Framework and Roadmap: Bay Area Council Economic Institute (BACEI) (\$192,500)**

Therese Trivedi, MTC Planning, advised that at the request of the Joint Policy Committee (JPC) and in response to business community concerns that Plan Bay Area did not adequately address economic concerns. MTC entered into a contract in 2012 with BACEI to jointly fund an assessment of the region's business dynamics, business climate, economic competitiveness, workforce, and current and emerging business and economic trends.

Commissioner Bates complimented staff on their work. Commissioner Quan asked how the contract would be funded and of ABAG's possible involvement. Ms. Trivedi responded that the contract would be funded through agency general fund and that the Bay Area Council will be contributing as well. Steve Heminger, MTC Executive Director advised that MTC will be working with ABAG and recognized that during the Plan Bay Area process, not enough attention was given to economic concerns and believed this project is an appropriate way to partner with the business community to address this issue.

Commissioner Mackenzie advised that this effort coincided with the \$5 million grant awarded to the Bay Area through the Housing and Urban Development Department to develop a Bay Area Regional Prosperity Plan.

Upon the motion of Commissioner Bates and second by Commission Glover, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a sole source contract with BACEI to develop a regional economic strategy framework and roadmap for consideration in the next update of the region's Sustainable Community Strategy. The Chief

Financial Officer was authorized to set aside funds from the FY 2013-14 (\$50,000) and FY 2014-15 (\$142,500) Agency Budgets, subject to budget approval for FY 2014-15, for this purpose.

**Item 4: Resolution No. 4088, Revised – FY 2013-14 Overall Work Program (OWP)**

Brian Mayhew, MTC Chief Financial Officer, advised that the final allocation amount for the FTA 5303 planning funds for the current FY 2013-14 was received from Caltrans and that this additional \$257,793 balance is now being amended into the current OWP for approval before it can be spent in the current year. An additional \$802,000 of STP planning funds augmented for CMA planning activities is also being added to the OWP.

Upon the motion of Commissioner Glover and second by Commissioner Bates, the Committee unanimously agreed to refer MTC Resolution No. 4088, Revised to the Commission for approval.

**Item 5: Resolution No. 4141 – FY 2014-15 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreement for Federal Planning Grants.**

Brian Mayhew, MTC Chief Financial Officer, advised that the OWP is the principal document governing the budget, allocation, and use of federal transportation planning funds in the San Francisco Bay Area. It is prepared with the Association of Bay Area Governments and the California Department of Transportation, both of which are partners in regional transportation planning activities in the Bay Area. MTC's portion of the OWP includes MTC's unified work program for FY 2014-15, as well as certain activities of MTC's transportation planning partners, including the Congestion Management Agencies and transit operators.

Upon the motion of Commissioner Bates and second by Commissioner Wiener, the Committee unanimously agreed to refer MTC Resolution No. 4141 to the Commission for approval.

**Item 6: Other Business/Public Comment/Adjournment**

There being no further business or public comment, the meeting was adjourned at 9:54 a.m. The next Committee meeting date will be on May 14, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.